

‘EDITED’ KSA LISTING

CLASS: MATERIALS & STORES SUPERVISOR II, CF

NOTE: Each position within this classification may be required to possess all or some of these knowledges, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1	General knowledge of Department's Equal Employment Opportunity (EEO) programs and objectives to provide guidance to subordinate staff.
K2	Wide-range knowledge of procedures in procuring, receiving, storing, and shipping of supplies and materials to ensure an uninterrupted flow.
K3	General knowledge of Warehousing and record keeping practices to maintain inventory accountability.
K4	Broad knowledge of inventory procedures to maintain effective accountability within the warehouse operation.
K5	Comprehensive knowledge of State requisitioning and purchasing guidelines to meet the needs of the institution.
K6	General knowledge of safety and sanitation techniques in a warehouse operation to maintain a healthy and safe work environment.
K7	Fundamental knowledge of the department's rules, regulations, and policies (i.e., Title 15, Department Of Operations (DOM), California Code of Regulations (CCR), etc.) to maintain safety and security of the institution.
K8	Basic knowledge of principles and practices of supervision in order to direct/train subordinate staff in daily operations of the warehouse.
K9	General knowledge in the principles and practices of the distribution of materials within a correctional setting to maintain health, safety and security of the institution.
K10	General knowledge in the preparation of written reports pertaining to food, inventory, supplies, and inmates, etc. to maintain effective communication and accountability.
K11	General knowledge of 'special storage/handling' requirements for certain supplies such as hazardous materials, hot items (drugs, tools, needles, syringes, etc.), bulky items, etc. in order to maintain safety in the institution.

Bold text-indicates not on Classification Spec.

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#	Knowledge, Skill, Ability
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	Skill to:
S1	Skill to organize and operate a large volume of varied commodities within a warehouse setting to ensure a fluent operation.
S2	Skill to properly train and supervise subordinate staff /inmates to achieve goals and objectives of the warehouse. .
S3	Skill to procure materials, supplies, and equipment based on past/projected usage to cover anticipated Programs and organizational projections.
S4	Skill to establish and maintain an effective working relationship with all staff, vendors, and inmates to create and preserve a positive work environment.
S5	Skill to analyze situations by planning, directing, and coordinating the work of others to achieve successful completion of projects.
S6	Skill to effectively communicate orally and in writing to achieve the goals and objectives of the institution.

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#	Knowledge, Skill, Ability
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	Ability to:
A1	Ability to contribute to the Department's EEO program to effectively meet the goals and objectives of the department.
A2	Ability to anticipate and adapt to changes brought on by emergencies or unforeseen occurrences to meet the needs of the institution.
A3	Ability to assume the duties/responsibilities of the Warehouse Manager I/II to maintain and preserve the cohesiveness and integrity of the institution.
A4	Ability to create and maintain a stable work environment to preserve order in a correctional setting.